



**ED-03 EDUCATION TAX CREDIT DONATION RECEIPT  
INSTRUCTIONS**

**WHO MUST FILE?**

Scholarship organizations who received donations under RSA 77-G must file an Education Tax Credit Donation Receipt (Form ED-03) for each business organization or business enterprise who made a donation.

**WHEN TO FILE?**

Form ED-03 must be filed with the Department of Revenue Administration and a copy sent to the donating business organization/enterprise within 15 days of receipt of the donation.

**WHERE TO FILE?**

Form ED-03 may be mailed to:

NH DRA  
Education Tax Credit  
PO Box 488  
Concord, NH 03302-0488

Or may be hand-delivered to the Department of Revenue Administration during business hours (8:00 a.m. to 4:30 p.m.) at:

Governor Hugh J. Gallen Office Park South  
109 Pleasant Street  
Medical and Surgical Building  
Concord, NH.

**NEED HELP?**

Call the Education Tax Credit Line at (603) 230-5018. For more information visit us on the web at [www.nh.gov/revenue](http://www.nh.gov/revenue). Hearing or speech impaired individuals may call TDD Access: Relay NH 1-800-735-2964.

**LINE-BY-LINE INSTRUCTIONS**

**STEP 1**

**LINE 1** Enter the scholarship organization's name.

**LINE 2** Enter the scholarship organization's street address.

**LINE 3** Enter the scholarship organization's city, state and zip code.

**LINE 4** Enter the scholarship organization's Federal Taxpayer Identification Number.

**LINE-BY-LINE INSTRUCTIONS CONTINUED**

**STEP 2**

**LINE 5** Enter the business organization's or business enterprise's name who made a donation.

**LINE 6** Enter the business organization's or business enterprise's street address.

**LINE 7** Enter the business organization's or business enterprise's city, state and zip code.

**LINE 8** Enter the business organization's or business enterprise's Federal Taxpayer Identification Number.

**STEP 3**

Enter the donation amount from the business organization or business enterprise and the date the donation was received.

**STEP 4**

The application must be dated and signed in ink by the officer or authorized agent. In addition, print the name and title of the officer or authorized agent signing the application.